



Intragovernmental Transactions

Comptroller Year End Conference

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Background

- ▶ August 2001: Intra-governmental transactions and eliminations identified as a material Accounting weakness.
- ▶ October 2002: OMB establishes business rules for Intra-governmental transactions for the IGTP
- ▶ August 2003: Memo from OSD Comptroller and OSD Acquisition, Technology and Logistics establishes the IGTS Integrated Process Team for Intragovernmental transactions
- ▶ September 2003: DFAS IGTS PMO begins Proof of Concept development



Issue and Concept

- ▶ Issues associated with Intragovernmental Transactions:
 - Lack of detailed data about trading partners
 - Lack of standardization of process and data elements
 - Timing differences
 - Lack of traceability to the detail level
- ▶ OMB Business Rules Issued
 - Detail the business rules for intragovernmental transactions
 - Give standard data elements for each transaction
 - Mandate BPN registration
 - Mandate IGTE use by 1 July 2004 (postponed)
- ▶ IGTS PMO mission is to develop a DoD-wide solution that complies with OMB and OUSD(C) Intra-governmental requirements.



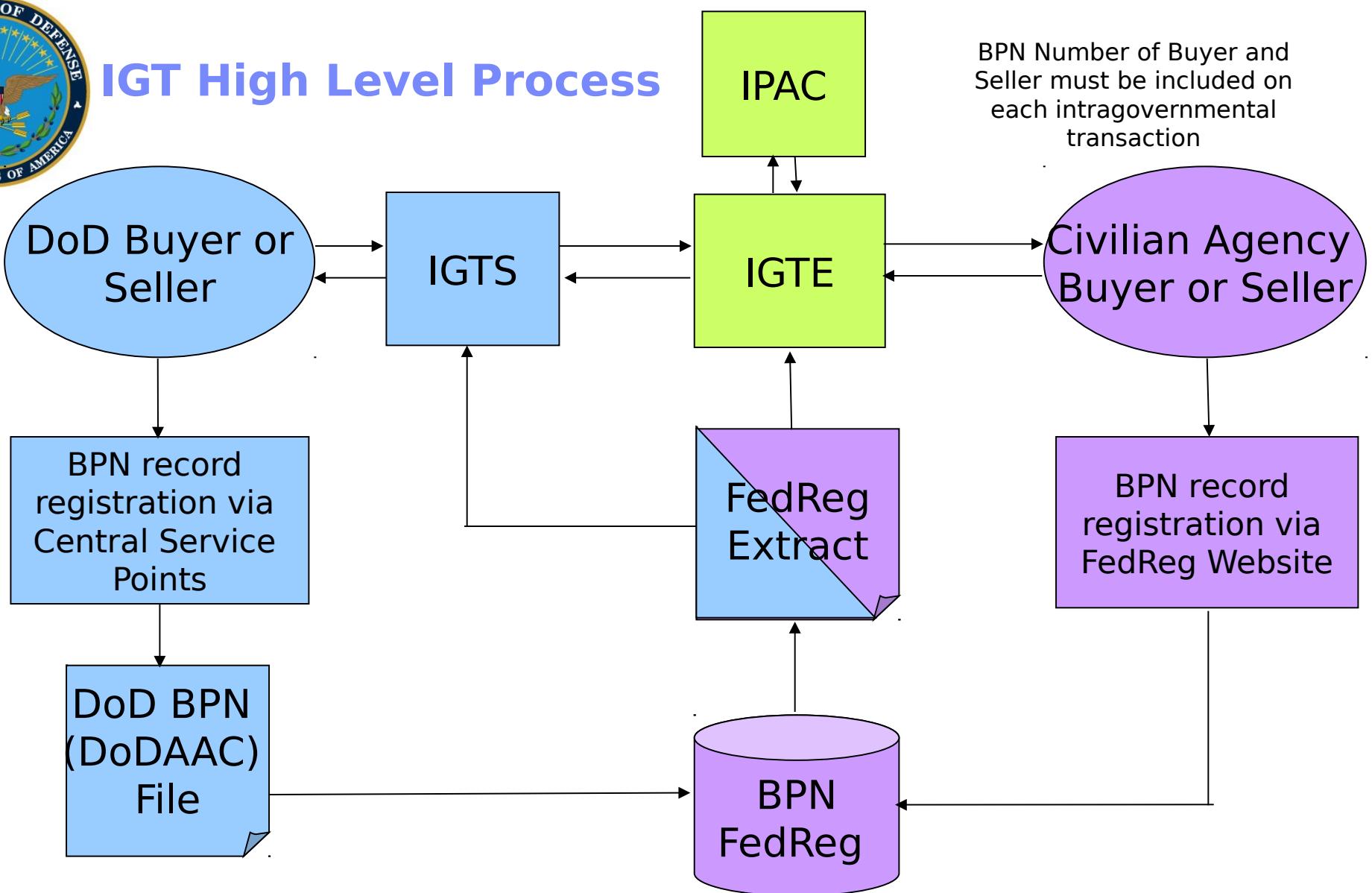
Why IGTS?

IGTE is Federal solution, IGTS is DoD solution. Why two systems?

- ▶ IGTE only handles Level 1 transactions, DoD needs to reconcile at all levels.
- ▶ IGTE does not include all data elements needed for eliminations.
- ▶ IGTS will serve as the DoD entry point to IGTE. pre-validation point for all extra-DoD transactions (Level 1)
- ▶ IGTS will handle all Intra-DoD transactions (level 2, level3, Interfund and Purchase card)



IGT High Level Process





The Business Partner Network (BPN)

- ▶ Part of the Integrated Acquisition Environment. It is a network of systems that provide information about all trading partners: vendors, government sellers, grantees.
- ▶ OMB and OSD have mandated registration in the Business Partner Network's Federal Agency Registration (BPN-FedReg) database for all federal government buying and selling offices that perform intragovernmental transactions.
- ▶ Not the same as CCR.
- ▶ FedReg sends the data to the Intragovernmental Transactions Exchange (IGTE) and to Intragovernmental Transaction System (IGTS) where it is attached to intragovernmental transactions
- ▶ ConOps will be issued jointly by OSD(C) and OSD (AT&L) to provide policy and guidance for the obtaining, use, maintaining, and dissemination of the BPN Number and BPN record.
- ▶ BPN Number is the unique identifier for each record in BPN.



BPN Record Data - Static Info

- ▶ Initial DoDAAC info is the base (sent from DoDAAF)
 - BPN Number (DOD+DODAAC)
 - Entity Name
 - Entity Address (TAC1)
- ▶ Business Type
 - Buyer, Seller, or Both
- ▶ Other Entity Information
 - ALC
 - DO
 - EIN
 - Treasury Index Code
 - Distribution Office
 - Accounting Station
- ▶ Seller Info (only for Seller entities)
 - Annual revenue
 - Credit Card (yes/no)
 - Merchant ID
 - FSC, PSC, NAICS
- ▶ Points of Contact (5 maximum)
 - Registration (all)
 - Eliminations (all)
 - A/R (only for Seller entities)
 - Sales (only for Seller entities)
 - A/P (only for Buyer entities)

Note: to speed registrations, this data was initially pre-filled by DAASC for over 90K DoDAACs. However, this "standard" data needs to be reviewed and updated prior to 1 July 2004.



DoD Intra-Governmental Transaction Roles and Responsibilities Phase I

Military Services and Defense Agencies	Defense Logistic Agency	DFAS - Field Sites/Agency Location Codes(ALCs)	DFAS Centers	DFAS Arlington Accounting	DoD Intra-Governmental Transaction System(IGTS) PMO
System Users <ul style="list-style-type: none">Update DoDAACUpdate TPNEstablish the Orders in DoD IGTSClear Order suspended in DoD IGTSAccept Bills in OMB IGTEAccept the Non DoD Orders in OMB IGTEConduct Functional Validation TestingInitiate SCRs	System Users <ul style="list-style-type: none">Responsible for DoDAAC instructional documentationResponsible for Trading Partner Network(TPN) instructional documentationResponsible for Fed. Reg. - TPN MaintenanceInitiate SCRs	System Users <ul style="list-style-type: none">Establish the Bills in DoD IGTSClear Bills suspended in DoD IGTSIdentify Billing interface requirementInitiate SCRsConduct Functional Validation Testing	System Users <ul style="list-style-type: none">Review SCRsSystem Access Maintenance (Security)Train Military Services and Defense Agencies PersonnelDFAS Field Sites Liaison	Functional Proponent <ul style="list-style-type: none">Establish Policy/Procedure guidanceDefine DoD IGTS functional RequirementsDefine DoD IGTE RequirementsInitiate and Review SCRsPublish DoD Change Management	Program Management <ul style="list-style-type: none">Define DoD IGTS System RequirementsDevelop Functional DesignConfiguration ControlDevelop Test Plans and Testing SchedulesGuide and Conduct TestingDevelop Training plans and documentationTrain DFAS PersonnelProvide Help Desk SupportManage System ImplementationEstablish Initial Security AccessOMB Liaison (System)

Note - each DoD service and agency has a representative to the IGT IPT. Please contact Kris Wollenhaupt for more information.



IGTS Timeline

- ▶ Proof of Concept Build – Dec 03 (completed)
- ▶ Pilot Program – March to September 04 (ongoing)
 - Army Corps of Engineers
 - Washington Headquarters Services (WHS)
 - DLA
 - DISA
 - Naval Sea Logistics Center
 - Air Force Real Property Agency
- ▶ IGTE/IGTS Interface Testing – June to July 2004 (ongoing)
- ▶ DoD moves to FedReg registration – July to Sept 2004 (MOA in progress)
- ▶ IGTS Initial Operating Capability (Build 3 completed) – Nov 04
- ▶ IGTS Full Operating Capability, all transactions through IGTS
 - End of FY05
- ▶ Clean Audit Opinion – FY2007



IGTS Future Capabilities

- ▶ Accounting system interfaces (obligations, reimbursables, A/P, A/R)
- ▶ Intra-DoD Transactions
- ▶ Interfund
- ▶ Purchase Cards
- ▶ Transportation (Powertrack)
- ▶ Fuels
- ▶ Trading Partner Elimination Reports



Action Items, Next Steps

- ▶ Identify your buying and selling offices and trading partners
 - Respond to IGTS data call
- ▶ Review and Update your BPN record
 - Obtain your DoDAAC code
 - Go to https://www.daas.dla.mil/tpn_inq/tpn_query_db.html and enter your DoDAAC.
 - Review data
 - Contact your CSP and provide changes
 - For bulk changes, contact Jackie.carter@dla.mil for assistance
- ▶ Participate in IGTS Pilot



Points of Contact

Organization	Role	POC	Email
DLMSO / DAASC	Created and maintains DoD BPN file	Jack Carter	Jackie.carter@dla.mil
OSD	Policy and guidance on Eliminations, IGT and BPN	AT&L - Lisa Romney Comptroller - Kathy Sherrill	kristen.wollenhaupt.ctr@osd.mil or Lisa.romney@osd.mil Kathy.sherrill@osd.mil
OMB	Overall guidance, IGT Program Manager	Janet Allen	Janet.allen@gsa.gov
IGTS PMO	IGTS System and Pilot	Bobby Blackley	Bobby.blackley@dfa.s.mil



Back Up Slides



Intra - DoD - Benefits

- ▶ Continued use of Existing Technology
- ▶ Standard process for ALL DoD
- ▶ Promotes synchronized of Sellers and Buyer's Accounting Records
- ▶ Replace IPAC (complete DOC number and LOA)
- ▶ Reduce problem disbursements
- ▶ Eliminate DCAS supplemental entry process
- ▶ Provide on-line/real time authorization and obligation status



Intra - DoD - Issues/Concerns

- Establish EC/EDI transaction for Reimbursables
- New Interface for accounting system
- Change management
- Policy guidance



The DoD BPN File

- ▶ Civilian agencies register directly in the Business Partner Network's Federal Agency Registration system (FedReg)
- ▶ DoD activities register via the DoDAAC process, and an extract of this registration is sent to FedReg.
- ▶ Created and administered by DAASC and DLMSO
- ▶ Uses the DoDAAC file as a base, then adds the additional fields required by OMB – initial dump filled fields based on standard logic
- ▶ Creates a DoD BPN file which is viewable and editable via a web site (https://www.daas.dla.mil/tpn_inq/tpn_menu.html)
- ▶ Viewable by all .gov and .mil, only editable by Central Service Points (CSPs)
- ▶ Every buying and selling office in the DoD must review and update their record at least yearly



IGTE/S Seller Roles

Role	Responsibilities	Source/Comments
Batch POC	<ul style="list-style-type: none">- Sets up batch file transmission- Receives notice of invalid batch transmissions	<ul style="list-style-type: none">- From batch file- For Pilot this is the IGTS and IGTE Help Desks
Sales POC	<ul style="list-style-type: none">- Accepts / Rejects new orders/mods- Receives notice of bills/deliveries disputed by the buyer- Responds to questions from buyer regarding terms and conditions of order	<ul style="list-style-type: none">- From BPN file- Assignment to service provider
Fulfillment POC	<ul style="list-style-type: none">- Creates and inputs bill- Receives notice of invalid bills- Receives notice of deliveries disputed by buyer- Responds to questions from buyer regarding delivery of order	<ul style="list-style-type: none">- From Bill file- Primary assignment to service provider
A/R POC	<ul style="list-style-type: none">- Receives notice of invalid bills- Receives notice of deliveries disputed by the buyer- Receives notice of collections sent to IPAC- Receives notice of collections rejected by IPAC	<ul style="list-style-type: none">- From BPN file- Assignment to DFAS field site

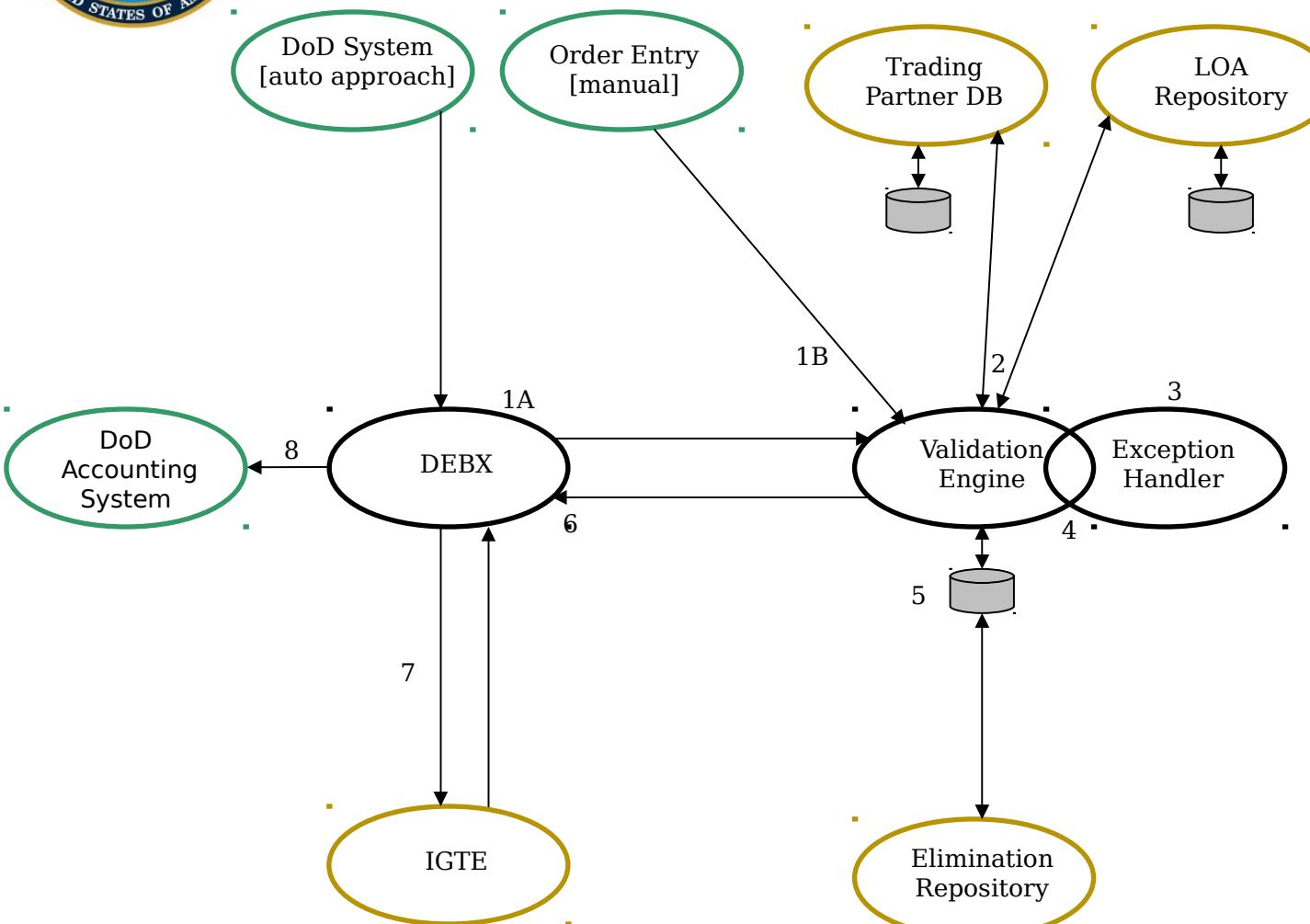


IGTE/S Buyer Roles

Role	Responsibilities	Source/Comments
Batch POC	<ul style="list-style-type: none">- Sets up batch file transmission- Receives notice of invalid batch transmissions	<ul style="list-style-type: none">- From batch file- For Pilot this is the IGTS and IGTE Help Desks
Order POC	<ul style="list-style-type: none">- Creates and inputs Order- Receives notice of invalid orders- Receives notice of orders disputed by the seller- Accepts / Rejects new bills/mods, accepts/ disputes delivery of items billed- Responds to questions from seller regarding terms and conditions of order	<ul style="list-style-type: none">- From Order file- Assignment to service provider
A/P POC	<ul style="list-style-type: none">- Receives notice of invalid orders- Receives notice of orders disputed by the seller- Receives notice of collections sent to IPAC- Receives notice of collections rejected by IPAC	<ul style="list-style-type: none">- From BPN file- Assignment to DFAS field site

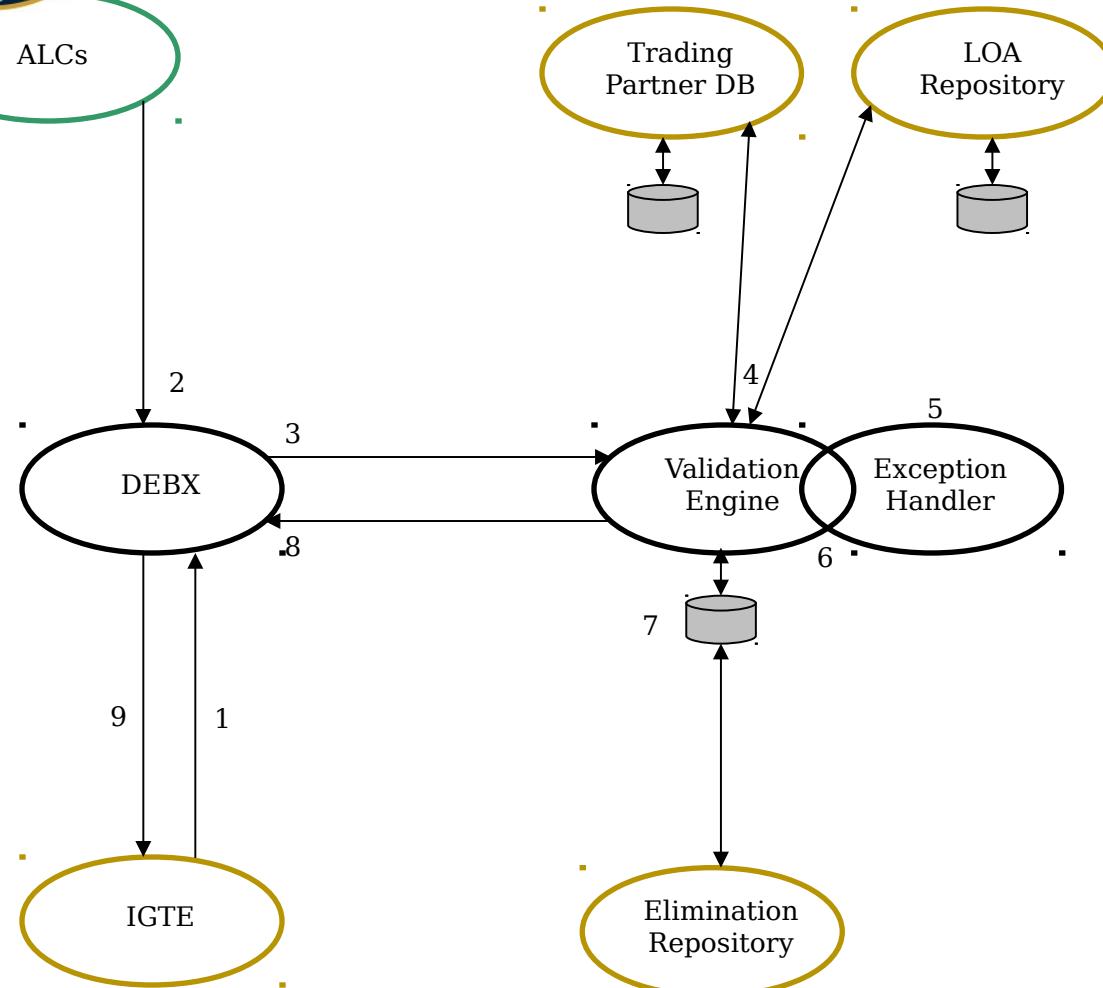


IGTS - DoD Orders with Non-DoD Agencies





IGTS - DoD Bills with Non-DoD Agencies



- 1) **IGTE sends Order file to IGTS and it is stored**
- 2) **ALCs send Bill file to IGTS**
- 3) **DEBX translates and forwards to Validation Engine in standard XML format**
- 4) **Validation Engine populates missing fields (from IGTE Order) and BPN POC info, and validates against LOA system of record (CMET)**
- 5) **Failed transactions go to Exception Handler portal for correction**
- 6) **Transactions re-validated by Validation Engine**
- 7) **Transactions stored in Repository for query capability and eliminations**
- 8) **DEBX receives valid transaction and converts to IGTE format**
- 9) **Transaction sent to IGTE**



IGTS - Order Data Elements

- **General Order Information**

- Document Number
- Transaction Date
- IGTE Order Number
- Fiscal Period

- **Contractual Information**

- Interagency (IA) Reference Number
- Interagency (IA) Reference Expiration Date

- **Payment Information**

- Payment Mode (Upon Receipt, Monthly, Advance)

- **Buyer/Seller Information**

- **Order Delivery Address**

- **Accounting Items**

- ACRN
- Core LOA (Service Specific)
- Obligation Document Number
- Obligation Month/Year
- Supplemental LOA (Service Specific)
- Asset
- Program Activity
- Funding Organization
- Cost Organization
- Amount

- **Order Items**

- Item Number
- Description
- Quantity
- Unit of Measure
- Unit Price
- ACRN
- Total Price